

*Case File: COMINT*

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31 October 1962

OFFICE OF COMMUNICATIONS MEMORANDUM NO. 6-62

SUBJECT: Office of Communications Vital Documents Program

REFERENCE:   
OC-Order No. 1-57

RECISSION: OC-Memorandum No. 26-59

1. PURPOSE

This Memorandum provides for the preparation, control, deposit, and maintenance of vital documents pertinent to the activities of the OC.

2. DEFINITION

Vital documents are those specific items in the possession of the OC which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute an irreplaceable loss. This material should include those documents necessary for immediate use to reactivate the OC. Only such documents as are the primary responsibility of the OC will be deposited.

3. RESPONSIBILITY

- a. It is the responsibility of the Chief of each Division and Staff, to forward vital documents to the OC-Area Records Officer for deposit on a current basis or for microfilming on a periodic basis, and for notifying the OC Area Records Officer when any vital documents should be withdrawn from the repository.
- b. It is the responsibility of the Chief of each Division and Staff, to review material received from Field Stations and to determine which is to be retired to Archives and which is to be deposited in the vital documents repository. This is particularly essential to protect Field Station vital documents.
- c. It is the responsibility of the OC Area Records Officer to:
  - (1) Direct and supervise the maintenance of the OC Vital Documents Repository which is physically located at Stations A and B.
  - (2) Advise and Assist Divisions and Staffs on Vital Documents Matters.

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- (3) Schedule the flow of vital documents to the repository.
- (4) Provide a control index of documents sent to the repository.
- (5) Provide for the prompt physical transfer of OC vital documents to the repository.
- (6) Schedule vital documents reproduction operations.

4. VITAL DOCUMENTS GUIDE

The OC Area Records Officer, with the advice and assistance of Division and Staff Chiefs, will maintain a schedule (Appendix A) listing the categories and types of vital documents for which the OC is primarily responsible. Division and Staff Chiefs will be notified in accordance with the vital documents schedule when their material requires review.

*Not collected as this is a TS-paper.*

5. PREPARATION AND ROUTING OF VITAL DOCUMENTS

a. Preparation

- (1) Insofar as possible all records forwarded for inclusion in the vital documents repository will be paper copy.
- (2) At the time a document is originated, the originator will determine whether or not an extra copy is to be prepared for vital documents repository.
- (3) When a copy of a document has been made for vital documents; the original or Official Record Copy will be stamped "Reproduced for Vital Documents".

b. Routing

- (1) To Division or Staff Chiefs

Material submitted for inclusion in the vital documents repository will be stamped "Vital Document", and routed by the originator to the Division or Staff Chief for forwarding to the OC Area Records Officer.

- (2) To Area Records Officer, OC-RC

- (a) All vital documents will be forwarded by the Division and Staff to the OC-Area Records Officer in envelopes (unsealed) bearing the following information in the upper right corner.

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- (1) Originating Division or Staff symbol
- (2) Subject (only one subject is to be included in an envelope)
- (3) Vital Documents schedule item number.

Example: OC-P  
War Plans  
Item #4

- (b) Top Secret material will be forwarded through the OC-RC Top Secret Control Office for formal accountability of Top Secret vital documents.

6. VITAL DOCUMENTS CONTROL

- a. A vital document transfer slip (form 620, Appendix B) has been devised as a basic means of establishing administrative control over vital documents flowing to the repository. The Area Records Officer will prepare the Form 620 listing office of origin, date of documents, deposit number, item number, description, date deposited, location, security classification and date received.
- b. The Office Code assigned to the OC is 33 00 with the following Subordinate Division Codes:

Plans Staff	33 01
Sigint Programs Staff	33 02
Administration Staff	33 03
Communications Security Staff	33 04
Telecommunications Staff	33 05
Engineering Staff	33 06
Signal Centers	33 07
<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>	33 08
Records Control	33 09
Americas Division	33 10
Asia Division	33 11

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Europe Division	33 12
Middle East - Mediterranean Division	33 13
Africa Division	33 14
Operations Support Staff	33 15

Others may be added as necessary.

c. Deposit Number

Area Records Officer will maintain a separate series of deposit numbers in numerical sequences for each code number. An individual deposit number will be assigned to each envelope.

d. Distribution of Copies (Form 620)

Copy No. 1 (yellow) will be filed at the vital documents repository.

Copy No. 2 (blue) will be filed in OC-RC.

Copy No. 3 (pink) will be returned to the originating division after the material has been deposited and will indicate the physical location of the document in the repository.

7. REPOSITORY

a. Vital documents will be filed by the OC Area Records Officer in space reserved for the respective OC Divisions and Staffs in the OC vital documents repository.

b. Security

(1) Transmission

Vital documents are deposited by OC-Area Records Officer on scheduled trips.

(2) Storage

The OC vital materials will be stored in 3 way combination safes and map cases with bars and combination locks within a guarded vaulted area.

(3) Access to OC Safes

The OC Area Records Officer is custodian of the combinations

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to the safes. For emergency purposes, a duplicate list of the combinations are in the custody of the OC Security Officer [REDACTED] The duplicate combinations may be used only by authority of the Director of Communications or his designee.

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8. This Memorandum supersedes any prior OC directives in conflict with the provisions and is applicable to all Divisions and Staffs.

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Director of Communications

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Appendix

- A - Vital Document Schedule
- B - Form 620 - Vital Document Transfer Slip

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